



MANAGEMENT ANALYST – POLICE DEPARTMENT

Salary: \$4,830 – \$6,165 monthly (effective 6/18/06)

Open Until Filled

ABOUT THE POSITION

Currently we are looking for an energetic, professional and results-oriented individual to join the Police Department. If you are interested in innovation, organizational change and providing outstanding customer service, we have the job for you! The Management Analyst position requires excellent analytical, research, presentation, and communication skills.

ABOUT THE DEPARTMENT

The Administration Division of the Police Department provides leadership and general direction for the law enforcement efforts of City government. The Chief of Police acts in the capacity of the Chief Executive Officer and oversees all department functions. Reporting to the City Manager, the Chief guides all members to collaborate in achieving the Department mission. Two Commanders and the Public Safety Dispatch and Records Manager serve as mid-managers who oversee all day to day operations of the Department.

Some of the duties to be performed by the Management Analyst for the Police Administration are:

- Research and analyze data to measure the results of existing programs and overall levels of service.
- Identify areas where services need to be adjusted to meet community needs.
- Research databases and conduct analysis to support program development in the police department and other City departments.
- Grant writing and administration.
- Prepare information for various license, permit, and cost recovery processes.
- Assist with budget analysis and purchasing, including bid preparation, evaluation and dealing with numerous vendors.
- Assist with coordination of the Department volunteer program.
- Other administrative support as needed.

QUALIFICATIONS

Education/Experience:

Graduation from a four year college with major course work in public administration or a related field. Two years of general administrative local government experience which includes professional-level analytical work. Prior work experience in Police Administration and crime data analysis, as well as strong IT skills, are desired.

Knowledge in:

Principles and practices of organization and public administration. Principles, methods and practices of municipal finance, budgeting and accounting. Understanding of the relationships between the City, general public and other government agencies. Applicable City, county, state and federal laws, ordinances and regulations. Organization and function of local government. Research techniques, methods and procedures.

Skill in: Reviewing organizational and administrative problems; Developing and implementing goals, objectives and procedures; Personal computer operations; various spreadsheet and word processing applications; conducting studies, analyzing complex problems, evaluating alternatives and making sound creative recommendations; Setting priorities and following up on projects; Properly interpreting and making decisions in accordance with laws, rules and policies. **Ability to:** Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with City officials and staff, residents, business representatives and other governmental agencies; Represent the City effectively in meetings and with others; Maintain accurate records and preparing clear, concise and competent reports, correspondence and other written materials.

BENEFITS

Depending on your number of dependents the health allowance ranges from \$575 to \$1,041 per month for medical and dental premiums. Other benefits include optional vision insurance, City-paid life, short-term and long-term disability insurance policies and City-paid employee assistance program. The City also offers tuition reimbursement and educational incentive pay, 5% bilingual pay for certified working knowledge of Spanish and American Sign Language, participation in a deferred compensation program, and City-paid PERS 2.5% at 55 retirement plan with the City paying 7% of the employee contribution. Annual vacation ranges from two to four weeks, depending on years of service.

APPLICATION PROCESS

Applicants must submit a completed City application form and resume to be considered for this position. To request a City application form, please call the Job Hotline at (408) 779-7276 or visit our website at <http://www.morgan-hill.ca.gov>. Submit Application Materials to: City of Morgan Hill, Human Resources, 17555 Peak Ave, Morgan Hill, CA 95037.

This recruitment is open until filled.

Note: Final candidate is required to pass a drug screen and extensive background check, given at the City's expense prior to appointment.

Persons appointed to this position are represented by the American Federation of State, County and Municipal Employees Local 101 (AFSCME) and will be required to either join the Union or pay an agency fee in lieu of membership.

The City of Morgan Hill Supports Workforce Diversity. All Qualified Candidates are encouraged to apply. Please contact Human Resources at (408) 779-7278 if special accommodation will be needed.

